Department Of Employment
State of Wyoming

Employment Tax Division

Employment Tax Divison
P.O. Box 2760
Casper, WY 82602-2760
Phone: (307) 235-3217
Fax: (307) 235-3278

Wyoming Internet Reporting for Employers

WIRE

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- ## Placed in Production April 15, 2003
  - Application written by in-house staff
    - Employer panel helped design, develop and test
  - Designed to be user-friendly and to resolve reporting problems
- ## Q1/2003 4.5% of all employers filed WIRE summary reports and 5.6% of all wage records filed on WIRE
- ## Q1/2005 29% of all employers filed WIRE summary reports and 36% of all wage records filed on WIRE

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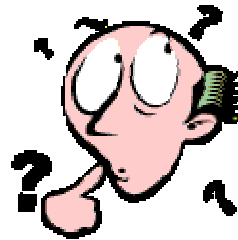
- With the "Secret Something", an employer can establish a WIRE account and immediately file a report.

File   Edit   View   Favorites   Tools   Help

Wire-DEMO

Wednesday, July 27, 2005

Help
Application Help

Trouble Ticket

Requirements

Home Page

Back

Establish An Online Employer Account

Clicking the ❓icon anywhere in the application will provide help about any elements on that page.
You MUST enter all account(FEIN, WC employer, and UI account) numbers that have been assigned to the employer. Leave the text box blank for areas you do not have an account.

*=required field

Business Name Sample Account * ❓   Federal EIN Number 831234506 * ❓

UI Account Number 001654306 ❓   WC Employer Number 011654306 ❓

Contact's First Name Wendy * ❓   Contact's Last Name Tyson * ❓

Are you a third party preparer?   ◯ Yes ⦿ No * ❓

Contact's Company Name [   ] ❓

Contact's Phone Number 307-235-3201 * ❓   Contact's Fax Number [   ] ❓
xxx-xxx-xxxx

Contact's E-mail Address [   ] ❓
Your e-mail address will only be used for administrative purposes and the wiredemo application.

Previous Total Payment 2342.41 * ❓
00000.00--You must include the decimal

Continue

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- Security
  - Logon ID is one of three employer account numbers
    - FEIN
    - Unemployment Insurance
    - Workers' Compensation
  - Employer chooses the ID

File   Edit   View   Favorites   Tools   Help

Wire-DEMO

Wednesday, July 27, 2005

Select User ID

Help
Application Help

Trouble Ticket

Requirements

Home Page

❷ Help

You must select one of the following numbers that you would like to use for your permanent user id. The ID you choose will be used as your login ID to access the wiredemo application.

○ 831234506 FEIN Number

○ 001654306 UI Account Number

○ 011654306 WC Employer Number

[Continue]

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- # Security
  - ## Password – chosen by the employer
    - ### Must be at least 9 characters long and have at least one of each of the following components:
      - Capital Case Letter
      - Small Case Letter
      - Number
      - Special Character (&*#$%!@+)

File   Edit   View   Favorites   Tools   Help

Wyoming

Wire-DEMO

Wednesday, July 27, 2005

Help
Application Help

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Home Page

?Help

Create Password

Congratulations! Your information has been processed and accepted. You must now establish a password to protect your information.

Choose a Password   [●●●●●●●●●●●]   ?

Confirm Your New Password   [●●●●●●●●●●]   ?

- Password must be at least 9 characters in length, but less than 20.

- Must consist of upper and lower case characters.

- Must contain at least one number.

- Password must contain one special character.(*&^%#!)

[Continue]

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- # Wage Records
  - ## File upload feature (popular with larger employers)
    - To date, 2,574 is the maximum total employee wage records filed on a single upload.
    - Intranet feature developed for diskette processing in-house

Wyoming Wire-DEMO

Administrative

Change Password

Print General Reports

Sign Out

Help

Application Help

Trouble Ticket

Requirements

Home Page

Wednesday, July 27, 2005

Employer Profile

❓Help

Employer Information   Message

| The Joint Joint, Inc |
| Box 3 |
| |
| Anytown, WY 82000 |

Most recent Logins

| 7/27/2005 2:36:03 PM, Success |
| 7/26/2005 12:20:24 PM, Failed |
| 7/26/2005 12:16:44 PM, Failed |
| 7/26/2005 12:11:00 PM, Failed |

WC and UI Rate Information

Online Entry	File Upload	Year	Quarter	Status	Date Due	Date Report Filed	How Filed	Print Reports
Enter	Upload	2004	1	Can File	4/30/2004			
Enter	Upload	2004	2	Can File	8/2/2004			
Enter	Upload	2004	3	Can File	11/1/2004			
Enter	Upload	2004	4	Can File	1/31/2005			

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Wire-DEMO

Wednesday, July 27, 2005

Help

Application Help

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Home Page

Wage Listing File Upload

❓Help

Instructions for file upload

[   ] Browse...

Does the file contain column headings?   ○ Yes ○ No
Does the file contain a "YTD" column?   ○ Yes ○ No

Upload File

Templates

These templates contain the correct formattting. When prompted, save the file to your hard drive.

Excel No Column Headings
Excel with Column Headings

Examples

ExcelWith Column Headings   Excel No Column Headings

CSV With Column Headings--(Comma Separated Value)   CSV No Column Headings

TXT With Column Headings--(Tab Delimited)   TXT No Column Headings

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- # Wage Records
  - ## Data Entry - Employer enters employee information
    - ### Used most frequently by employers with less than 25 employees
  - ## Retains employee information (name, SSN, etc.) for subsequent reports

Wage Listing - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Wire-DEMO

Wyoming

Online Entry	SSN Mask ▲	Last Name	First Name	Tips	Wages Exc. Tips	Type	Class Code	New Hire	Hours	Officer	WC Wage	Del
Edit	*****6789	Someone	Else	0.00	3,235.32	B ⌄	333999 ⌄		0	☐	3,235.32	☐
Edit	*****7890	Doe	John	0.00	3,600.00	B ⌄	333999 ⌄		0	☐	3,600.00	☐
Edit	*****8901	Smith	Jane	1,000.00	2,610.00	B ⌄	333999 ⌄		0	☐	2,610.00	☐
Edit	*****4321	Johnson	Johnny	190.05	325.01	B ⌄	333999 ⌄		0	☐	325.01	☐

This is page **1** of **1** and you have a total of **4** employees.   Delete Checked Items ^

◀ **Page:** 1 [GO] ▶

Year 2004 Quarter 1

SSN	Last Name	First Name	Tips	Wages Exc. Tips	Type	Class Code	Hire Date	Hours	Officer
			0.00	0.00	B ⌄	000010 ⌄			☐

xxx-xx-xxxx or xxxxxxxxx   You must include the decimal!   MM/DD/YYYY

Add Employee ❓   Update Employee ❓   Cancel   Save Your Work and Update the Totals ❓ **Wage Totals**

Unmask SSN ❓

Mask SSN ❓

Print Wage Listing

Excess Wage

[Continue]

Total Tips	$1,190.05
Total UI Wages (less tips)	$9,770.33
Total WC Employee Wages	$9,770.33
Total WC Officer Wages	$0.00

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- **UI Excess Wage Worksheet**
  - For filers using WIRE for the first time mid-year.
  - For unusual circumstances (i.e., multi-state work for one employee; successors…)

Wyoming

Wire-DEMO

Wednesday, July 27, 2005

UI Excess Wage Worksheet

Excess wage limit for the year=   **$15,900.00**

The excess wages calculated as of   **03/31/2004**

?Help

Edit Total Wages As Needed   ♥♥♥♥♥♥   *If you enter a 0 or clear the textbox, the program will revert back to the original calculation.*

SSN ▲	Last Name	First Name	Year to Date Total Wages 01/1–03/31	This Quarter Total Wages	This Quarter Excess Wages
*****6789	Someone	Else	3,235.32	3,235.32	0.00
*****7890	Doe	John	18,000.00	3,600.00	2,100.00
*****8901	Smith	Jane	3,610.00	3,610.00	0.00
*****4321	Johnson	Johnny	515.06	515.06	0.00

◀ **Page:** 1 GO ▶

Save Your Work and Update the Totals

Total Wages This Quarter $10,960.38

Total Excess Wages This Quarter $2,100.00

If you see this color in the table above then you have overriden a value. All calculations are based on the information entered through wiredemo.

Continue

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- UI taxes due computed from Employee Wage Listing
  - Actual tax computed for employer
  - Employer must add "number of workers per month" data

- WC premium due computed from Employee Wage Listing
  - Actual tax, by classification, computed for employer

Wire-DEMO

Wednesday, July 27, 2005

❓Help Wyoming Quarterly UI Summary Report

The Joint Joint, Inc   Due Date   4/30/2004   Quater End Date   03/31/2004

Calculate Excess Wage

1. Total UI Wages For the Quarter (Including Tips)	10,960.38
2. Excess Wages	2,100.00
3. Taxable Wages (Line1 minus Line2)	8,860.38
4. Tax Due (Multiply Line 3 by 0.0025)	22.15
5. Interest Due Per Month From Due Date Shown Above 2.00%	0.00
6. Amount Due From Prior Report Periods	❓ 0
7. Outstanding Unemployment Insurance Credit	❓ 0
8. Total Unemployment Insurance Amount Due(4+5+6-7)	22.15

❓ Number of Workers Reported by the 12th of Each Month

January	February	March

Continue

Help

Application Help

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Home Page

Employer Links

Excess Wage

Wage Listing

Sign Off

Employer Profile

Print Wage Listing

Print UI Summary

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File   Edit   View   Favorites   Tools   Help

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UI Summary

Wage Listing

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Employer Profile

Print Wage Listing

Print WC Summary

Wednesday, July 27, 2005

Wyoming Quarterly WC Summary Report

Help

The Joint Joint, Inc   Due Date   4/30/2004   Quater End Date   03/31/2004

Class Code	# Of Employees	Total Wages For Class	Rate	Taxes Due
333999	4	$9,770.33	0.0701	$684.90

Totals	4	9,770.33		684.90
Interest Due Per Month or a Minimum Of $50.00 Per Month From Due Date Shown Above. 2.00%				0.00
Amount Due From Prior Report Periods			❓	0.00
Outstanding Workers' Compensation Credit And/Or Payment			❓	0.00
Total Worker's Compensation Amount Due				684.90

[Continue]

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- Employer prints a Payment Coupon
  - Check and payment coupon submitted to division
- Electronic Funds Transfers not yet available, but included in future plans

Back   Report   **This is for Demonstration Purposes Only!*****

Payment Coupon

WYO 065   ●

Interest will be applied after the due date.

The Joint Joint, Inc

Check #		Quarter/Year	1 2004
UI Account #	001456703	WC Employer #	011456703
UI Amount Due	22.15	UI Amount Paid	
WC Amount Due	684.90	WC Amount Paid	
Total Amount Due	707.05	Check Amount	

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- # Things We Like About WIRE:
  - ## Reduces Errors:
    - Taxes/Premium due computed for employer using proper rates
    - Data entry errors eliminated
      - Data supplied by the employer goes directly into two major programs (Unemployment Insurance and Workers' Compensation)

NO Error

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- # Things We Like About WIRE:
  - ## Time Savings
    - Q1/2005 – time for processing of Summary Reports reduced by:
      - 17,376 minutes or
      - 290 hours or
      - 7.25 40-hour weeks
    - Q1/2005 – time for processing Employee Wage Records reduced by:
      - 32,282 minutes or
      - 538 hours or
      - 13.45 40-hour weeks.

- # Things We Like About WIRE:
  - ## Time Savings, continued:
    - ### Fewer Wage Credit protests
      - Wages on system immediately
      - Improved accuracy
    - ### Better use of staff resources
      - Resources directed to missing reports and collection activities
  - ## LESS PAPER!

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- # Things We Like About WIRE:
  - ## Compliments!
    - ### We get several compliments on the WIRE program every quarter. These go a long way towards improving staff morale.
      - "This is the greatest thing since chocolate!"
      - "This isn't rocket science – I can do this!"

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- Things We Don't Like About WIRE:

Not Much!

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- ## Things We Don't Like About WIRE:
  - ### Electronic Funds Transfer
    - The fact it isn't in place yet.
  - ### Explaining passwords and the importance of remembering the password EXACTLY as entered
    - "Capital letter? I don't know…"
  - ### Training Internet skills over the phone
    - "What do you mean when you say "scroll down"?"
  - ### Getting users to follow instructions
    - "I didn't change a thing."

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- # WIRE Administration
  - Trouble Tickets (filed by employers)
  - Employer Assistance
  - Statistics
  - Diskette Processing
  - Events

File   Edit   View   Favorites   Tools   Help

WIRE

Home   Employer   Reports   System Admin   Events

Trouble Ticket Information

Employer

Reset
Password

Generate
Temporary
Password

Trouble
Ticket

Diskette
Upload

WIRE
Information

Make
Separate
Files

Change Wire
Information

Employer
Files

Enter Ticket Number [   ]   Display Ticket

◉ Open Tickets   ○ Closed Tickets   ○ All   From [7/29/2005]   To [7/29/2005]   Display

TRB_ID	Date Open	Closed Date	Customer Name	Account Type	Account Number	Ticket Status	Requires Response
1							

Contact's First Name   Contact's Last Name

Contact's Phone   Contact's E-mail

Contact's Address

Contact's City   Contact's State   Contact's Zip

Problem Description

[   ]

Problem Description   [Application nonfatal error   ▼]   **Problem Solution**

[   ]

Ticket Closed?   ◉ Yes ○ No   Update   TRB_ID Displayed

WIRE

Home Employer Reports System Admin Events

WELCOME THE WIRE INTRANET

Internet Statistics

Only select a **Quarter** if you want to retrieve statistics within a given quarter.

Please Select a Start Date   7/28/2005

Please Select an End Date   7/28/2005

Please enter the Year   2005

○ Quarter 1

○ Quarter 2

[Update Statistics]

○ Quarter 3

○ Quarter 4

This report was generated for 2 quarter 2005

Total Filed Reports	**5221**	**Total Wage Records**	**122531**
UI Filed Reports	898	**Total Reports In Progress**	**156**
Standard	842		
No-Worker	56	**Total Filed Reports**	**5221**
WC Filed Reports	**64**	Filed From Upload	**518**
Standard	57	Filed Manual	**4703**
No-Worker	7		
Joint Filed Reports	**4259**		
Standard	4139		
No-Worker	120		

Min, Max and Avg of the number employees

Stats for File Upload		Stats for Manual Entry	
Max	**2540**	**Max**	**491**
Avg	**80**	**Avg**	**15**
Min	**1**	**Min**	**1**

Reporting Date Range: 7/28/2005 - 7/28/2005

Total Trouble Tickets	**14**	**Total Accounts**	**88**
Open Tickets	3	Established	69

Home Employer Reports System Admin Events

WIRE Statistics by Date

Reports
- Internet Statistics
- Intranet Statistics
- Daily Statistics
- Hourly Statistics
- Error Log
- Nightly Processing
- Weekly Processing
- Quarterly Processing
- Imaging Activity

Statistics displayed daily on a calendar

Previous				July 2005			Next
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Select Week	26	27	28	29	30	1 Fil 73 Wage 1647 Upload 8	2 Fil 11 Wage 117 Upload 0
Select Week	3 Fil 9 Wage 133 Upload 1	4 Fil 16 Wage 219 Upload 1	5 Fil 145 Wage 2773 Upload 20	6 Fil 196 Wage 3970 Upload 13	7 Fil 183 Wage 3077 Upload 18	8 Fil 156 Wage 4035 Upload 11	9 Fil 28 Wage 275 Upload 4
Select Week	10 Fil 32 Wage 655 Upload 1	11 Fil 212 Wage 5390 Upload 16	12 Fil 245 Wage 4912 Upload 17	13 Fil 257 Wage 3941 Upload 34	14 Fil 224 Wage 3437 Upload 16	15 Fil 189 Wage 3459 Upload 18	16 Fil 43 Wage 422 Upload 4
Select Week	17 Fil 31 Wage 357 Upload 0	18 Fil 235 Wage 6608 Upload 28	19 Fil 317 Wage 8132 Upload 36	20 Fil 317 Wage 10343 Upload 29	21 Fil 302 Wage 8123 Upload 40	22 Fil 246 Wage 5586 Upload 15	23 Fil 43 Wage 692 Upload 3
Select Week	24 Fil 34 Wage 386 Upload 1	25 Fil 318 Wage 6782 Upload 36	26 Fil 374 Wage 8326 Upload 38	27 Fil 329 Wage 8703 Upload 29	28 Fil 296 Wage 5958 Upload 18	29 Fil 0 Wage 0 Upload 0	30 Fil 0 Wage 0 Upload 0
Select Week	31 Fil 0 Wage 0 Upload 0	1	2	3	4	5	6

Max Values
Filings=374
Wage Records=10343
File Uploads=40
Manual Entry=336
Trouble Tickets=14

○ Trouble Ticket Count   ● Fill Records   ○ Wage Count   ○ Upload Count

WIRE

Home   Employer   Reports   System Admin   Events

Hourly Statistics

Reports
- Internet Statistics
- Intranet Statistics
- Daily Statistics
- Hourly Statistics
- Error Log
- Nightly Processing
- Weekly Processing
- Quarterly Processing
- Imaging Activity

Start Date
07/28/05

End Date
07/28/05

Display Hour Statistics

This page can take more than 1 minute to load!

Hour	Fill Records	Wages Records	Trouble Ticket	Manually Entered Records	Uploaded Records
0	1	18	0	1	0
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	1	3	0	1	0
6	2	21	0	2	0
7	5	573	1	4	1
8	19	352	0	16	3
9	28	1012	0	25	3
10	35	740	1	32	3
11	44	906	0	42	2
12	27	418	3	26	1
13	20	236	3	20	0
14	45	780	3	43	2
15	34	319	2	32	2
16	36	598	0	35	1
17	0	0	0	0	0
18	0	0	0	0	0
19	0	0	0	0	0
20	0	0	0	0	0
21	0	0	0	0	0
22	0	0	0	0	0
23	0	0	0	0	0

Hour	Category	Count
14	Fill Record Count	45
9	Wage Record Count	1012
12	Trouble Ticket Count	3
14	Manual Records Entered	43

Home Employer Reports System Admin Events

Intranet Statistics

Only select a **Quarter** if you want to retrieve statistics within a given quarter.

Please Select a Start Date   7/28/2005

Please enter the Year   2005

Please Select an End Date   7/28/2005

○ Quarter 1

○ Quarter 2

[Update Statistics]

○ Quarter 3

○ Quarter 4

This report was generated for 2 quarter 2005

Total Filed Reports	**43**	**Total Wage Records**	**20971**
Total Filed Using Old Format:	27	Total Records Old Format:	17199
Total Filed Using New Format:	16	Total Records New Format:	3772

Stats for File Upload

Max	**6168**
Avg	**246**
Min	**1**

Home Employer Reports System Admin Events

System Admin

Help Text

System Messages

E-mail Addresses

FAQ

Add User

System Constants

Upload Validation

WELCOME THE WIRE INTRANET

Edit Help Information

Select the page you would like to edit help information. ConfirmationContact.aspx

Select	Help Element Name	Title
Select	imgAll	Help

1

Help Title   Help

Help Text

More Information Title

URL address for Title

Update

WIRE

Home Employer Reports System Admin Events

Create an Event-Survey-Seminars for DOE

Events

Create/Edit
Registration
Follow-up
Questions
Mailing
Labels
View
Statistics

Create New Event

Edit	Delete	ID	Name	Description
Edit Event	Delete	2	2004 Employer Seminars	Register for these free seminars at a location close to you.
Edit Event	Delete	36	DOE Safety Committee Questionnaire	The Department of Employment Safety Committee is comprised of employees from each of the following divisions; Administration, Employment Tax, Labor, State Mine Inspector, Unemployment Insurance, and Workers Safety & Compensation. One of the first tasks for this committee is to learn from the employees what is important. We are asking for your response to the below questions as you are involved in the decisions affecting your safety and health. Your knowledge and involvement will assist with the development of an established safety and health action plan with enhanced work safety practices. The ongoing safety plan review currently includes: safety awareness in the workplace, promotion of good safety and health practices, reporting items of concerns, and ideas regarding safety and health from all employees.
Edit Event	Delete	38	Fall 2004 Employer Seminars	Free seminars covering proposed Workers Compensation EMR changes along with workshops on UI/WC Reporting, WIRE, Labor Market Information, and UI/WC Audits. The Internal Revenue Service will be participating in the Cheyenne seminar and possibly in Gillette, Sheridan and Casper. Click "select" to sign up for a specific location.

1